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Personnel

HISTORY AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*, for the Air Force History function to include the Material Heritage program. It provides guidance for recognizing commendable work by military and civilian personnel, both as individuals or teams. Major commands (MAJCOMs) and field operating agencies (FOAs), after approval by HQ USAF/HO, may supplement this instruction to provide additional guidance to subordinate units and conduct command award programs.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This second revision of AFI 36-2863 deletes the Air Force Historian's Special Achievement Award as a juried award category covered by this AFI, adds the Air Force History Career Contributions Award, provides more stringent guidance on award eligibility and selection, and expands the use of plaques in recognizing award recipients. In accordance with AFD 36-28, *Awards and Decorations Program*, 1 August 1997, and HQ USAF/DP memorandum, 5 August 1997, subject: *CSAF Blue Ribbon Commission on Organizational Evaluations and Awards*, this revision also adjusts award submission dates and requires use of the AF Form 1206, **Nomination for Award**, in place of narratives in memoranda and attachments.

1. Excellence in Wing History Programs. This award recognizes individuals at the wing or independent group level who have provided superior historical services to their units and have submitted an outstanding periodic history (RCS:HAF-HO(A&SA)7101) during the past calendar year. Unless a historian inherited a delinquent program from the previous historian, deployed for a contingency assignment for at least 89 days, or attended a required course for at least 89 days, periodic histories must have been submitted by the normal due dates as specified in AFI 84-101. In the case of a 2-person office, both members can

share the award, but only historians at the 3-skill level or above who served in the history office for at least 6 months of the year are eligible.

1.1. MAJCOM History Offices may nominate deserving candidates for this award in coordination with wing commanders. (For the purpose of award nominations, the National Guard Bureau and those FOAs with assigned wings and groups are considered equivalent to a MAJCOM.) Use an AF Form 1206 (two pages maximum) to explain why the wing history office deserves recognition, considering such factors as the timeliness of the wings' periodic histories, accomplishments documented in semi-annual Historical Activity Reports, RCS: HAF-HO(SA)8202, quality assessments, and other indicators delineated in AFI 84-101. The MAJCOM/HO may nominate no more than ten percent of their assigned wing history offices (or at least one wing) to HQ USAF/HO with a transmittal memorandum signed by the MAJCOM commander, vice commander, or staff director. The nomination must arrive at HQ USAF/HO no later than 31 March.

1.2. HQ USAF/HO appoints a panel of Air Force historians to evaluate the nominations. The panel will consist of a minimum of three members, at least one of whom must be a Senior NCO historian. All members must have experience in performing or overseeing work at the wing level. The panel meets as soon as possible at the Air Force Historical Research Agency, Maxwell AFB, Alabama, where copies of current wing histories and other publications are on file for the members to review. The organizations of prospective panel members must agree to fund travel before they are appointed. The panel ranks the candidates and sends its recommendations to HQ USAF/HO, where a selection board consisting of the Air Force Historian (SES) and at least two 0-6, E-9, or GS-14/15 members will approve the award recipients (up to 20 percent of those nominated). HQ USAF/HO announces final results and notifies award recipients. The panel and board judge the nominations against the following criteria:

- Quality and timeliness of periodic histories submitted during the calendar year.
- Usefulness of reference services to unit, command, and the Air Force.
- Effect history office had on planning, policy and decision making within the organization.
- Value of other publications produced during the year.
- Special projects and efforts that raised historical consciousness.
- Challenges faced (high operations tempo, temporary duty assignments, additional duty commitments, short time on job, etc.)
- Resources available (e.g., a 2-person offices would be expected to accomplish proportionally more than 1-person offices)

2. Excellence in Historical Publications. This award recognizes individuals or teams at field units and headquarters who have produced outstanding books, studies, or comparable products during the past calendar year. Historians at the Headquarters Air Force level, including those assigned to FOAs under the supervision of AF/HO, are not eligible for this award, nor are commercially edited and published products.

2.1. MAJCOM, FOA, and direct reporting unit (DRU) History Offices may nominate deserving candidates for this award in coordination with supervisors in the field. After careful review for quality, forward to HQ USAF/HO three copies of the publication and an AF Form 1206 with a transmittal memorandum signed by the MAJCOM, FOA, or DRU commander, vice commander, or staff director. In the form, describe the usefulness of the publication to the organization and/or command and its

expected value to the Air Force. The nomination must be arrive at HQ USAF/HO no later than 31 March.

2.2. HQ USAF/HO appoints a panel of at least three Air Force historians who have distinguished research and writing credentials to evaluate the nominations. The panel meets as soon as possible and provides its recommendations to HQ USAF/HO, where a selection board consisting of the Air Force Historian and at least two O-6 or GS-14/15 members will approve the award recipients (up to five per year). HQ USAF/HO announces final results and notifies award recipients. The panel and board judge each publication against the following criteria:

- Content (challenge of topic; depth or breadth of research; completeness, consistency, and accuracy of information; quality of interpretation, analysis, and conclusions)
- Utility (to organization, Air Force, and other researchers)
- Writing Style (clarity, correctness, creativity, and readability; proper use of scholarly devices)
- Format and Presentation (logic and balance of organization; value of illustrations, front matter, and back matter; security/administrative markings; attractiveness of final product).

3. Air Force Heritage Project Award. This award recognizes outstanding accomplishments by Air Force history and museum personnel to foster a better understanding and appreciation of the USAF--its missions, people, and attainments. Eligible projects include pamphlets, displays, videos, restorations, etc. The USAF Museum and MAJCOM, FOA, or DRU History Offices may nominate deserving candidates for this award. Forward to HQ USAF/HO an AF Form 1206 with a transmittal memorandum signed by the MAJCOM, FOA, or DRU commander, vice commander, or staff director. In the form, explain the value of the project to the organization and Air Force. Submit with three copies of printed material (e.g., pamphlets) or a single videocassette, photo album, or set of slides as appropriate. The nomination package must arrive at HQ USAF/HO no later than 30 June. The Air Force Historian, advised by at least two O-6, E-9, or GS-14/15 board members, will select up to five of the most deserving nominations based on the evidence provided to receive this award.

4. Air Force History Career Contributions Award. This award recognizes an individual for a prolonged and sustained record of outstanding performance and impressive achievements in advancing the mission and objectives of the Air Force History Program. Submit nominations at any time during the year on an AF Form 1206, ensuring that nominations involving a retirement arrive at HQ USAF/HO at least three months prior to the planned ceremony. Within major commands, forward nominations to the MAJCOM/HO for endorsement to HQ USAF/HO. FOAs and DRUs send nominations directly to HQ USAF/HO. The Air Force Historian, advised by at least two O-6, E-9, or GS-14/15 board members, will select recipients based on the nomination and additional research and consultation with other senior history and museum personnel as necessary.

5. Recognition. The Air Force Historian will sign a memorandum of commendation for each award recipient and provide an appropriate wall plaque. In addition, recipients of the excellence in wing history programs and historical publications awards receive an entry in their personnel records and are entitled to wear the Air Force Recognition Ribbon (military) or Lapel Pin (civilian).

6. Other Awards. MAJCOMs and FOAs with subordinate units are authorized to establish their own award programs in supplements to this AFI to complement the USAF-wide program.

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The Air Force Historian